



Posted 11/18/2010

**Accountant Manager II #005331**

Management Service

Salary: \$51,940 to \$83,395 (Grade 20)

Hiring Range \$51,940 - \$67,687

Closing Date: December 6, 2010 by 4:00 pm

The Maryland State Retirement Agency is recruiting for an Accountant Manager II position located at 120 E. Baltimore Street, Baltimore, Maryland. This is a Management Service position that will serve at the pleasure of the Board of Trustees and Executive Director.

**Position Duties:** The Accountant Manager II is a senior manager within the Data Control Unit of the Benefits Administration Division. This position provides leadership, oversight and supervision to one of two major functions within the Data Control Unit: Employer Reported Data or Membership and Retirement Maintenance. Both of these functions involve collecting, analyzing and reconciling financial data that is updated and maintained in the Agency's databases for approximately 200,000 active members and approximately 115,000 retirees and beneficiaries. This position is responsible for managing workflow, evaluating processes and procedures for internal control and efficiency and hiring, training and evaluating staff. Additionally, the Accountant Manager II is individually accountable for major processes such as monthly processing of the Agency payments to retirees and beneficiaries (approximately \$185 million per month), awarding annual cost of living adjustments (COLA), creating annual tax reporting documents (approximately 125,000 1099-R's) and annual fiscal close processes.

**Minimum Requirements:**

**Education:** A bachelor's degree in Accounting from an accredited college or university or a bachelor's degree from an accredited college or university with 30 credit hours in Accounting and related courses, including or supplemented by three credit hours in auditing.

**Experience:** Five years of experience examining, analyzing and interpreting financial data, reconciliations and adjustments including three years of experience leading or supervising staff responsible for examining, analyzing and interpreting financial data, reconciliations and adjustments.

**Application Process:**

Send cover letter, Maryland State Application (MS-100) and transcript to:

Maryland State Retirement Agency  
OHR - Accountant Manager II # 005331  
120 E. Baltimore Street  
Baltimore, MD 21202  
or  
[careers@sra.state.md.us](mailto:careers@sra.state.md.us).

Applications may be obtained by visiting [www.dbm.state.md.us](http://www.dbm.state.md.us), under Job Seekers or calling 410-625-5549. Resumes will not be accepted or considered apart of the application. For education obtained outside the US, you will be required to provide proof of the equivalent American education as determined by a foreign credential evaluation service. This evaluation must be submitted with your application. Due to the confidential nature of the work, the selected candidate must undergo and pass a background check. Reasonable accommodations will be provided to qualified individuals with disabilities upon request. Your request must be submitted in writing with your application. TTY users, call via the Maryland Relay Service. EOE